



STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

HEIDI E. WASHINGTON  
DIRECTOR

**OFFICE OF THE PAROLE BOARD**

Attached is the Application for Pardon or Commutation -- Current Michigan Prisoner you requested. If you choose to apply for a pardon or commutation, you should complete this Application **and submit one copy of it and all supporting documentation to the Office of the Parole Board.**

As required by Michigan law, upon review of the Application packet, the Parole Board (the Board) will determine if the Application has "Merit" and take one of the following actions:

1. If the Board determines that the Application **has merit**, the Judge and Prosecutor in the sentencing county will be asked for their position on the Application. If neither objects to the Application, a Public Hearing on the Application will be held. After the Public Hearing, the Board will send the Application, a transcript of the Public Hearing and its determination of merit to the Governor's Office for a final decision.
2. If the Board determines that the Application **does not have merit**, the Application with the determination of No Merit will be sent directly to the Governor's Office for a final decision.

According to Administrative Rule 791.7760(2), the Board can accept an application only one time every two years. The Governor's Office will notify the applicant once a final decision has been made.

Sincerely,

MICHIGAN PAROLE BOARD

Pardon and Commutation Coordinator

Attachments

## **DIRECTIONS FOR FILING AN APPLICATION FOR PARDON OR COMMUTATION OF SENTENCE**

1. A pardon or a commutation of sentence is a matter of clemency – it is not a right. Please understand what it is you are requesting:

**Pardon** – The Governor uses his or her executive clemency powers to forgive a person convicted of a crime. A pardon removes the conviction and the associated penalty from the books.

**Commutation of Sentence** – The Governor uses his or her executive clemency powers to reduce a criminal sentence. This is not the same as a pardon, which wipes out the conviction.

2. The Parole Board (PB) is not required to act upon an application which is substantially identical to one that was previously denied within the last two years. The two year time period is measured from the date the previous application was received at the Office of the PB. If you file a substantially identical application within that time period, it will be returned to you.
3. Respond to every question. Be sure to list every crime for which you are requesting clemency. Be specific, detailed, and most important – be accurate. Be direct in your answers but give enough information for the PB to understand your case. Type or print each response so that it is clearly understandable and legible. If there is not enough room on the form for your answers, you may attach additional sheets to complete your answer. If you do so, be sure to identify the question(s) you are answering on the attached sheets.
4. When responding to question 3, give the **facts** of the crime and clearly describe the extent of your participation or your role in the offense.
5. Your answers to question 4 and 5 should demonstrate to the PB what insight you have gained into your past criminal mindset and behavior. Your answers should explain how you have changed and what you have accomplished during your incarceration to bring about that change. Clearly describe why you are not a risk to the community. If you are requesting clemency due to a **serious** health issue, identify your diagnosis, prognosis, and the manner in which the condition is debilitating or affects your daily activity.
6. Please give as much detail as possible in your answer to question 6. List what plans you have made for life in the community and be specific. Let the PB know where you will live, what support systems you have, what programs you have looked into in the community, how you will support yourself, and generally what activities you will be involved in which will reduce the likelihood of future criminal behavior.
7. Additional documentation is not required but may be provided if it is relevant and clearly serves the purpose of verifying or adding additional information to your response. If you have filed prior applications with the same documents attached, please do not resubmit them. Instead, request that the PB review the documents you submitted with a previous application and provide a document list.

**MICHIGAN DEPARTMENT OF CORRECTIONS  
OFFICE OF THE PAROLE BOARD**

CFJ-515  
5/23

**APPLICATION FOR PARDON OR COMMUTATION OF SENTENCE  
(CURRENT MICHIGAN PRISONER ONLY)**

I hereby petition, as provided by law, for a pardon or commutation of sentence for the following conviction(s) in the State of Michigan and submit the following information in support of this petition:

1. Name: \_\_\_\_\_ Number: \_\_\_\_\_ Location: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ U.S. Citizen?  Yes  NO

2. Michigan conviction(s) for which you are requesting a pardon or commutation of sentence:

<b>Crime Title and Type</b> <i>(Examples: Murder 2<sup>nd</sup>-Felony Obstructing Police-Misdemeanor)</i>	<b>Sentence Date</b>	<b>Court and Location</b>	<b>Judge</b>	<b>Sentence</b>
1.				
2.				
3.				
4.				

3. Provide the facts of the crime(s), clearly describing the extent of your participation and role, for which you are requesting a pardon or commutation:

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4. Provide a brief statement explaining why you are requesting a pardon or commutation:

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5. Provide a brief statement explaining why you should be granted a pardon or commutation:

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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

6. List your home placement and employment plans in the event you are released?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***SIGNATURE MUST BE NOTARIZED EXCEPT IF SUBMITTED BY A PRISONER***

Note: If this application is not signed by the applicant personally, it is signed by \_\_\_\_\_,  
(Name)

\_\_\_\_\_, for the following reason: \_\_\_\_\_  
(Relationship)

Submitted by: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

**Notary:**

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the petitioner, \_\_\_\_\_ personally appeared before me, known to me to be the person who signed the foregoing petition, and who made an oath that he or she had read the foregoing application by him/her subscribed and knew the contents thereof to be true of his/her own knowledge, except those matters therein stated to be on information or belief, and as to those matters he/she believes to be true.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
County State

My Commission Expires on \_\_\_\_\_

***IF SUBMITTED BY PRISONER, STAFF MUST VERIFY PRISONER'S IDENTITY BELOW***

\_\_\_\_\_  
**Staff Signature**

\_\_\_\_\_  
**Staff Title/Classification**

\_\_\_\_\_  
**Date**

**INSTRUCTIONS:**

1. Submit the application and any supporting documentation. The application must have the signature of the applicant (or the person applying for the applicant) and, unless the applicant is a prisoner, the Notary's stamp and signature.
2. Complete all items and questions fully, using additional sheets as necessary.
3. Mail the application and any supporting documentation to:  
Michigan Department of Corrections  
Office of the Parole Board  
Pardon and Commutation Coordinator  
P.O. Box 30003  
Lansing, Michigan 48909